

~ Cover Sheet ~
**Provider Submission of Training for Consideration of
 Administrative Penalty**

Instructions:

1. Training will only be considered if:
 - Training was completed after the violation was cited;
 - Training was specific to the violation; and
 - The Department has determined the violation is corrected and facility has continued to remain in compliance with the regulations cited.
 - Training is received within the designated time frame indicated on the penalty notice.
2. Submit a copy of the completed training to the Department
 Include:
 - Outline/Agenda;
 - Date(s) and Time(s) of Training;
 - Staff Attendance/Sign-in sheets; and,
 - Trainer's name and resume or CV
3. Attach a separate cover sheet for **each rule** area for consideration and complete the information below for each rule.
4. Submit the information via electronic mail to the Adult Care Licensure Section using the designated email group: DHSR.Adultcare.PenaltyTrainingSubmission@dhhs.nc.gov
Please be aware that information sent via electronic mail is immediately available for release to the public.
5. **Redact any resident names or confidential information from the information submitted.** Use Resident Identifiers used in the Statement of Deficiencies (if applicable).

Facility Name:	
License Number:	
County:	
Rule Area and G.S. Area(s) of Violation: (As indicated on SOD and Penalty notice)	
Survey Exit date: (As indicated on SOD and Penalty notice)	
Contact Person and contact information, if questions:	